

PERFORM Operating Document

General maintenance of Stoves, Fridges and Pots and Pans in the Nutrition Suite

PC-POD-NS-007-v04

Revision History

Version	Reason for Revision	Date
04	Removal of Summary, Table of Contents, Definition of Terms and Appendix I Training record form Updated GE Stoves and Refrigerator manual hyperlinks	December/17/2020

1. Introduction

The Nutrition Suite requires regular maintenance to ensure optimal functioning for all users. The content of this PERFORM Operating Document (POD) provides guidelines for maintenance of the stoves, fridges and pots and pans in the Nutrition Suite. This POD therefore covers both kitchens of the Nutrition Suite –the Teaching Kitchen and the Metabolic Kitchen. The frequency of maintenance is arbitrarily set at two times a year, but could be requested by the Nutrition Suite Supervisor whenever maintenance is needed. It is the responsibility of the user before the maintenance to thoroughly review this POD in order to carry out maintenance.

2. Maintenance and Cleaning – Pots and Pans

2.1. Cleaning stainless steel pots and pans after cooking

- Regular cleaning and drying of the pots and pan should be followed after each use.
- Allow pots and pans to cool off completely before washing. Never immerse hot pots and pans in water or it will cause irreparable warping.

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- It is recommended to hand wash with liquid dish detergents and a non-abrasive sponge or bristle brush.
- DO NOT use abrasive cleaners and cleaning pads.
- Dry pots and pans appropriately after washing.

2.2. Removing burnt marks on stainless steel pots and pans

- Once pots and pans sustain burn marks during cooking, it is imperative to remove them before cooking in them again. Wait until they cool off completely before cleaning. Empty out burnt food materials.
- Pour enough white vinegar until it covers all burnt marks within the pot or pan.
- Sprinkle generously some baking soda into the pot or pan. The mixture will bubble vigorously.
- Place the pot or pan on the stove top and turn the burner to a low setting. Allow the pot or pan to simmer for 10 minutes or until the liquid has almost all evaporated. A crusty yellow/white surface will form. This is normal.
- Repeat the above process by pouring more vinegar and baking soda and allowing it to simmer until most liquid has evaporated.
- Turn off the burner and allow the pot or pan to cool completely.
- Under running warm water, use a mild scrubbing pad to scrub off the crust. The burn mark should be removed with moderate scrubbing.
- If there still are moderate amount of burnt marks, repeat vinegar and baking soda procedure.

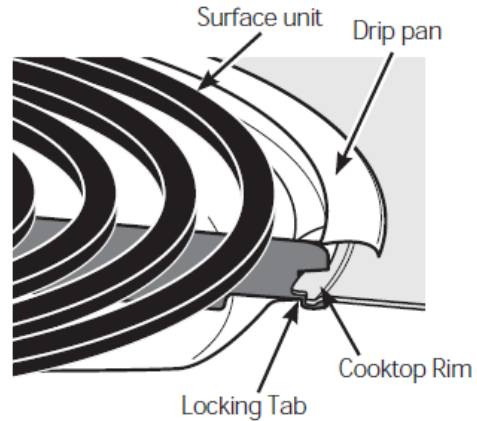
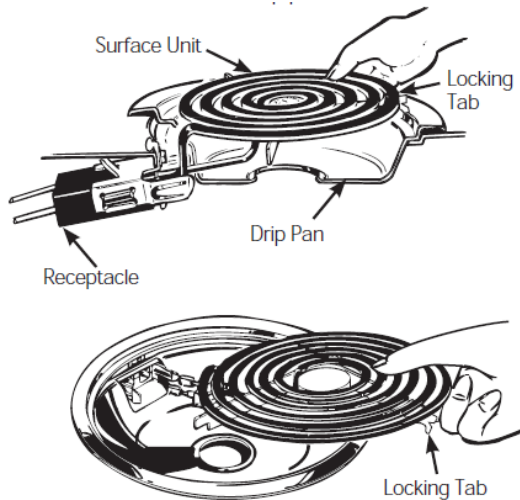
3. Maintenance and Cleaning – Stove

3.1. Removing and cleaning the surface unit

- **Before cleaning, make sure the surface units have completely cooled down and the control knobs are at OFF position.**
- To remove drip pans for cleaning, the surface units (coil elements) must be removed first.
 - Push the surface unit back toward the receptacle to free the locking tab from the cooktop.
 - Lift the surface unit about 1 inch above the drip pan and pull it out.
- Do not lift the surface unit more than 1 inch as it can permanently damage the receptacle.
- If a surface unit is soiled, wipe with a damp cloth but DO NOT soak the surface unit in water.
- To put the surface unit back into the stovetop:
 - Make sure the opening in the drip pan lines up with the receptacle.
 - Insert the terminals of the surface unit through the opening in the drip pan and into the receptacle.

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- Push the surface unit in and down to lock the tab in place so it rests evenly in the cooktop.



When properly seated, the locking tab should lock onto the cooktop rim through the notch in the drip pan.

3.2. Drip pans

- Once the surface units are removed, lift out the drip pans.
- For best results, clean the drip pans by hand. Place them in a covered container (or a plastic bag) with ¼ cup ammonia to loosen the soil. Rinse with clean water and polish with a clean soft cloth.
- The drip pans may also be cleaned in a dishwasher.
- Clean the area under the drip pans often. Built-up soil, especially grease, may catch fire.
- Do not cover the drip pans with aluminum foil. Using foil so close to the receptacle could cause shock, fire or damage to the range.
- Dry thoroughly before placing drip pans back into stovetop.

3.3. Stovetop exterior surface

- Use a damp cloth to wipe off any food pieces and liquids. Remove surface units and drip pans.
- Apply a small amount of liquid dish detergent to a damp cloth. Wipe and scrub moderately the stove top surface. When needed, rinse the cloth, squeeze out the water and reapply detergent if necessary before continuing to wipe the surface.
- DO NOT use abrasive cleaners and cleaning pads.
- Rinse the cloth with running water to clear it from any soap. Wipe away the stovetop surface to remove soapy residue.
- Use a clean dry cloth to dry stovetop.
- Reinstall the surface units securely.

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- Regularly wipe clean the control knobs and the back panel of the stovetop with mild soap and water. Rinse with clean water and polish with dry cloth.

3.4. Oven Interiors

- **For the GE units, before using the Self-cleaning feature, ensure the stovetop burners are OFF and that the oven is OFF and wait until oven is cool.**
- Remove all oven racks and guides. Clean oven racks and guides with a mild soap and warm water or run them through dishwasher. Let air dry or use a clean cloth.
- DO NOT clean interior with oven cleaners such “Easy Off”, or “Dow Oven Cleaner”. Rinse and wipe with a clean cloth as needed to remove loose debris.
- Do not clean the bake element or the broil element. Any soil will burn off when the elements are heated.
- For GE units, to activate self-cleaning, close the empty oven, lock it and push the “Clean / Nettoyage” button. Follow prompts.

4. Maintenance and cleaning – Refrigerator

- If possible, remove all food items in the refrigerator.
- To help prevent odors, leave an open box of baking soda in the fresh food and freezer compartments.
- Unplug the refrigerator before cleaning. If this is not practical, wring excess moisture out of sponge or cloth when cleaning around switches, lights or controls. Use warm water and baking soda solution (1tbsp baking soda, 1L water). This both cleans and neutralizes odors. Rinse and wipe dry.
- Avoid cleaning cold glass shelves with hot water because temperature difference may cause them to break. Handle glass shelves carefully. Bumping tempered glass can cause it to shatter.
- Do not wash any plastic refrigerator parts in the dishwasher.

5. Additional Resources

- The operating and maintenance manual can be found as a PDF in the links below:
[-GE Stove \(4 ranges x Model #:JCBP35DPWW and 1 range for demo station of Model #:J CSP42DNWW\)](#)
[-GE Refrigerator \(2 x Model #: GTH18IBXWW\)](#)
- The manuals include information regarding the following: Important Information, Dimensions and Specifications, Introduction, Installation, Testing and Adjustment, Operation, Product Application Information, Maintenance and Cleaning, and Wiring Diagrams.